

## **Habilitation Services Acronyms and Definitions**

1. Accreditation	A formal determination and recognition by CARF that the program is in compliance with the service delivery standards CARF has established.
2. Allowable services	The services approved in the IPP allowed by Title 17 definition.
3. CADDIS	California Developmental Disabilities Information System.
4. CARF	The Rehabilitation Accreditation Commission, as referenced in Welfare and Institutions Code, Section 4851.
5. CDER	Client Development Evaluation Report.
6. Certification	Certification determination completed by the Department of Rehabilitation.
7. Consumer	A regional center consumer who is at least 18 years of age and is eligible to receive regional center services.
8. CRD Specialist	Community Resource Development Specialist (DOR)
9. CRPS	Community Rehabilitation Program
10. DDS	Department of Developmental Services.
11. DIR/DLSE	Department of Industrial Relations/Division of Labor Standards Enforcement
12. DOL	Department of Labor (Enforces Fair Labor Standards Act)
13. DOR	Department of Rehabilitation.
14. DSS	Department of Social Services: the agency that licenses day programs.
15. Extended services	Training, supervision and support services given to a consumer after transition from intensive services.
16. Fiscal year	That period of twelve consecutive-months selected and used by a vendor for organizing and reporting accounting records.
17. GS	Group Services (see below).
18. Group Services	Training and supervision of an individual while engaged in work as part of a group in an integrated setting in the community.
19. Hab. Services	Habilitation Services (see below).

20. Habilitation Services	Community-based services purchased or provided for adults with developmental disabilities, including services provided under the Work Activity Program and the Supported Employment Program, to prepare and maintain these adults at their highest level of vocational functioning, or to prepare them for referral to Vocational Rehabilitation services.
21. Historical period	The period of time upon which allowable costs for the Work Activity Program are based.
22. Holding Company	A management organization of which the vendor is a subsidiary.
23. HSP	Habilitation services program.
24. IHSP	Individual Habilitation Service Plan: the service plan developed by the service provider and consumer to implement the IPP vocational goal.
25. Income	All revenue received by a vendor that is not a recovery.
26. Indirect Expenses	Vendor expenses that are related to providing services to consumers, and non-consumer related activities administered by the vendor.
27. Individual Habilitation Service Plan (IHSP)	The service plan developed by the habilitation service vendor to meet the employment goals of the IPP.
28. Individualized Plan for Employment (IPE)	Agreed-upon, approved, written plan of vocational rehabilitation program services that assists an individual with a disability eligible for Department of Rehabilitation services to achieve an employment outcome.
29. Individualized Services	Job coaching and other supported employment services, provided on or off the worksite, for regional center consumers in a supported employment placement at a job Coach-to-consumer ratio of one-to one.
30. Integrated work	Paid work by a consumer in a community setting in which the consumer interacts with individuals without disabilities, other than those providing services to the consumer, to the same extent that individuals without disabilities in comparable positions interact with other persons.
31. Intensive Services	Ongoing services as specified by Federal regulation in 34 CFR 361.5(b)(38), which decrease to stabilization.
32. Intervention	Job coaching services necessary for maintenance of employment.
33. IPP	Individual Program Plan.
34. ISP	Individual Service Plan: the service plan developed by the day program service provider and the consumer to implement the IPP day program goal(s).

35. Job Coaching	Employment-related services specified in the IPP and provided by a job coach, directly to or on behalf of consumers, for both group and individual placements.
36. Order of Selection	For vocational rehabilitation services means the priority established by the Department of Rehabilitation for selecting eligible individuals to receive vocational rehabilitation services in the event these services cannot be provided to all eligible applicants.
37. Percentage of Intervention	Supported employment program job coaching time expressed as a percentage of all the hours worked by the consumer.
38. POS	Purchase of Service.
39. Productivity Rate	The percentage of the industrial standard established by the U. S. Department of Labor, that the consumer has produced in the work setting.
40. Program day	The length of time constituting a Work Activity Program's full standard day of service to a consumer.
41. Program Expansion	The addition of a new service program, space at an existing site, or a new site by a vendor.
42. Rate, Base	The daily or hourly fee based on the historical period and updated by a rate adjustment based on the State approved COLA, if any, through the current fiscal year.
43. Rate, Historical	The total allowable Work Activity Program costs in the historical period divided by the total days or hours of attendance of consumers in the historical period.
44. Rate Adjustment	Rate increase or decrease to adjust for cost changes not reflected in the historical period.
45. Rate Revision	A rate increase or decrease in consequence of a review or audit conducted by the Department or the regional center.
46. RC	Regional Center.
47. RCSC	Regional Center Service Coordinator.
48. SE	Supported Employment (see below).
49. SEP	Supported Employment Program (see below).
50. Service Delivery Staff	The Work Activity Program staff working directly with the consumer.

51. SIR	Special Incident Report.
52. Stabilization	The consumer has reached the employment goal as specified in the Individualized Plan for Employment and IPP, the consumer has learned and maintained the job for a minimum of sixty (60) consecutive workdays, and is expected to continue in the employment.
53. Staggered Work Schedule	Differing start and stop times for consumer work schedules in a supported employment group.
54. Supported Employment	Work done for pay in integrated community settings by individuals with developmental disabilities.
55. Supported Employment Intake	The process completed by a vendor for the purpose of the provision of Supported Employment services to a consumer, and must include; (A) Initial meeting with the consumer and, when appropriate, the consumer's authorized representative. (B) Review of the Job Placement Parameters form with the consumer, and (C) Development of a plan of action for job placement.
56. Supported Employment Placement	The employment of an individual with a developmental disability by an employer in the community, directly or through contract with a supported employment program.
57. Supported Employment Program	A program that meets the requirements as defined by the terms supported employment, integrated work, supported employment placement, allowable supported employment services, group Services, and individualized services.
58. Supported Employment Retention	A consumer placed in an integrated supported employment setting has remained on the job for ninety (90) days.
59. Supportive Habilitation Services	Any combination of direct services to consumers to achieve personal safety practice training, housekeeping and maintenance skills training development, health maintenance skills development, including hygiene skills, and other vocationally related activities identified in the vendor's program design and approved by the vendoring regional center, including but not be limited to self-advocacy training, consumer counseling, job club, peer vocational counseling, and career counseling.
60. SVRC	Senior Vocational Rehabilitation Counselor.
61. Temporary Transfer	A regional center-authorized reassignment of a consumer from one habilitation program type to another, for a period not exceeding sixty (60) calendar days per occurrence, with one thirty (30) calendar-day extension.
62. Vocational Rehabilitation Program (VR)	A statewide program to assess, plan, develop, and provide employment services for individuals with disabilities so that those individuals may prepare for and engage in gainful employment consistent with there

strengths, priorities, concerns, abilities, capabilities, interests, and informed choice. The VR program is an integral part of a statewide workforce investment system.

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| 63. VR                       | Vocational Rehabilitation (see above).  |
| 64. VR/SEP                   | Vocational Rehabilitation/Supported Employment Program.   |
| 65. VR/WAP                   | Vocational Rehabilitation/Work Activity Program.  |
| 66. WAP                      | Habilitation Work Activity Program (see below).   |
| 67. Work Activity Program    | Includes, but is not limited to, Work Activity centers or settings that provide support to consumers engaged in paid work and are certified by the Department of Rehabilitation prior to being accredited by CARF.  |
| 68. Work Adjustment Services | Any combination of direct services to consumers designed to develop physical capacities, psychomotor skills, interpersonal and communicative skills, work habits, vocationally appropriate dress and grooming, productive skills, work practices and work-related skills development, and preparation for a Vocational Rehabilitation referral. |
| 69. W&I Code or WIC          | Welfare and Institutions Code.  |